

# Records Management

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## Presidential Memorandum

Managing Government Records, November 28, 2011: Read the memo.

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### About NRMP

The National Records Management Program (NRMP) provides leadership and direction in managing the records that support EPA's mission.

The [Agency Records Officer](#) leads NRMP in accordance with EPA's [policy and guidance](#) and federal [statutes and regulations](#). The NRMP is part of the Office of Environmental Information.

### Responsibilities

NRMP is responsible for providing leadership and direction for the Agency's records management program. This includes developing an overall records management strategy; producing and updating EPA records management policies, procedures, standards and guidance; cooperating with other organizations in developing policies and guidance on the application of technology to records management; developing records schedules authorizing disposal of temporary records and transfer of permanent records to the National Archives; conducting specialized briefings on records management; coordinating the program within the Agency and with outside parties such as the National Archives and Records Administration (NARA); representing the Agency in intra-agency records management groups; and assisting records programs across the Agency with advice and technical expertise.

### Services

NRMP provides a wide range of services to EPA records managers and staff, such as developing guidance and training materials to meet the needs of the Agency's records management staff, responding to requests for technical assistance on all aspects of records management, coordinating communications and networking among records managers Agency-wide, promoting improved communications among records managers through meetings, site visits, and conferences, and distributing agency best practices and publications such as Alerts.

### Features

[NRMP Alert: Records Schedule Changes - September 2014, October 10, 2014](#)

[NRMP Alert: NARA Memo and Bulletin on Guidance for Managing Email Available, September 17, 2014](#)

[NRMP Alert: Unauthorized destruction of EPA records, July 28, 2014](#)

[NRMP Alert: ARCIS FAQs, June 13, 2014](#)

[Senior Agency Official \(SAO\) Annual Report to the Chief Records Officer for the U.S. Government](#)

[NRMP Alert: In-Person NARA Certification of Federal Records Management Training Classes, 2014, March 20, 2014](#)

[NRMP Alert: NARA Announces Basic Records Operations Virtual Class, March 11, 2014](#)

[NRMP Alert: NARA Bulletin 2014-04, Revised Format Guidance for the Transfer of Permanent Electronic Records, February 12, 2014](#)

[NRMP Alert: Introduction to EPA's New Consolidated Records Schedules, January 16, 2014](#)

[NRMP Alert: OPM Releases Draft](#)

#### Help Desk

Have a records question?

**202-566-1494**

[records@epa.gov](mailto:records@epa.gov)

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**to EPA Records**

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EPA Records Management Checklist  
for  
Separating/Transferring  
or Separated Personnel (Draft)

#### Quick Links



Records Management  
Professional Flysheet, January 09,  
2014

Presidential Memorandum:  
Managing Government Records,  
November 28, 2011

EPA's Response to the  
Presidential Memo

NARA Directive in response to  
the Presidential Memo

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